



**MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS  
REGULAR MEETING MINUTES  
Wednesday, September 3, 2003  
City Hall Room 107  
4:00 P.M.**

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**I. CALL TO ORDER**

The meeting was called to order by President Deborah Smith at 4:03 p.m.

Others present: Commissioners DeForest and Murdaugh, Civil Service Personnel Director Karen Scholle, Civil Service Personnel Analyst Sue Sutherland, Police Officer Ken Wansten.

**II. MINUTES**

**Motion by DeForest, support by Murdaugh, to accept the minutes of the July 2, 2003 regular meeting minutes as written.**

**VOTE: Three yeas, zero nays. Motion carried.**

**III. ACTION AGENDA**

**A. FMLA Request for Leave of Absence**

With all paperwork in order, a FMLA leave of absence request for Deborah Steenhagen was considered and approved.

**Motion by DeForest, support by Murdaugh, to approve the FMLA leave of absence request for Deborah Steenhagen.**

**VOTE: Three yeas, zero nays. Motion carried.**

**B. Military Leave of Absence**

With all paperwork in order, Police Officer Musa Mahoi requested that his two-day absence to report for duty in Detroit be covered under the City's military leave of absence policy.

**Motion by Murdaugh, support by DeForest, to approve the military leave of absence for February 27-28, 2003, for Officer Mahoi.**

**VOTE: Three yeas, zero nays. Motion carried.**

**C. Environmental Inspector Job Description**

This item was removed from the agenda and will be re-introduced at the October meeting.

**D. Assistant City Engineer Job Description**

The job description was updated to reflect the added duty of department head and was presented to the Civil Service Commission for an advisory approval.

**Motion by Murdaugh, support by DeForest, to approve the Assistant City Engineer job description as written.**

**VOTE: Three yeas, zero nays. Motion carried.**

**E. Firefighter Recruitment**

Discussion took place concerning the current Firefighter recruitment, in light of the City's budget constraints and hiring restrictions. As the completed written testing cost approximately \$3,000, it was decided to attempt completion of the current recruitment.

**Motion by DeForest, support by Murdaugh, to first proceed with oral exams/panel interviews for all eligible candidates; should this not be possible to achieve, suspend the 2003 Firefighter recruitment until such time that the need to hire occurs.**  
**VOTE: Three yeas, zero nays. Motion carried.**

**F. Request for Appeal Hearing**

Police Officer Ken Wansten submitted a request for a hearing concerning his inability to sign up for the promotional exam for Police Sergeant as he was on an out-of-state vacation prior to the job announcement posting and remained on vacation until after the posting expired. Due to the urgency of the matter with regard to the 60-day pre-exam study period, the Commission decided to hear Officer Wansten's appeal immediately.

Officer Wansten indicated that he began an extended out-of-state vacation at 2 p.m. on July 29, 2003, and returned to work on August 18, 2003; that during this time period, the promotional posting for Police Sergeant was issued and expired, thus not giving him any opportunity to sign up for the testing, even though he had made his intention known to one of the Police Lieutenants who was taking a straw poll of potential candidates.

The Commission discussed the situation, particularly with regard to the fact that there is no flexibility in the promotional process to allow candidates who are away from work during the posting period to register for exams. The CSC indicated that they would like to see a more "user friendly" option built into the posting period by, perhaps, allowing pre-registration for promotional exams for employees who will be away from the workplace during the posting period.

**A non-precedent motion was made by Commissioner Murdaugh, and supported by President Smith, to allow Police Officer Ken Wansten to retroactively apply for the Police Sergeant exam and also add some flexibility to the front end of the promotional application process going forward.**

**VOTE: Three yeas, zero nays. Motion carried.**

**G. Veterans' Preference**

This item was moved to the action agenda from the director's report at the request of the CSC as the Commissioners wished to vote on the veterans' preference proposal presented to them.

**Motion by DeForest, support by Murdaugh, to adopt the policy draft for veterans' preference and award five (5) preference points in accordance with the policy.**

**VOTE: Three yeas, zero nays. Motion carried.**

**IV. CIVIL SERVICE PERSONNEL DIRECTOR' S REPORT**

**A. Veterans Preference**

This item was moved to the action agenda at the request of the CSC.

**B. 2004 Budget**

A copy of the 2004 proposed budget for the Civil Service Department, which includes reducing the staff level to two full-time positions, was given to the CSC.

**C. Assistant City Engineer Update**

The Director advised the Commission that due to re-organization in DPW, including the Engineering Department, this position is an active recruitment once again.

**V. STATUS OF RECRUITMENTS**

**A. Assistant City Engineer: Nine applications on file.**

**B. City Seasonals 2003: 261 applications on file; summer program concluded.**

**C. Customer Service Representative I 2003: Seventy-nine applications on file.**

**D. Customer Service Representative I Clerk's Office: Position will not be filled due to budget constraints.**

**E. Customer Service Representative II 2003: Sixty-five applications on file.**

**F. Firefighter 2003: Sixty-eight applicants passed the written exam. Oral exams next.**

**G. Firefighter 2004: Eleven applications on file.**

- H. Police Lieutenant: Six applications on file; a 60-day study period is required by the testing company prior to later October exams.
- I. Police Officer 2003: Hiring process on hold.
- J. Police Officer 2004: Seventy-five applications on file.
- K. Police Sergeant: Nineteen applications on file; a 60-day study period is required by the testing company prior to late October exams.
- L. Water Plant Operator: Waiting on Water Plant Supervisor's decision.

## VI. APPOINTMENTS

### A. New Appointments

#### Permanent

#### Seasonal/Part Time

Evan Barr, Lifeguard, 6/17/03.

Lance VanderBerg, Marina Aide, 8/12/03.

### B. Promotions:

#### Permanent Employees

Joseph Buckingham, Highway Supervisor, 8/3/03.

#### Seasonal/Part Time

### C. Transfers

#### Permanent Employees

#### Seasonal/Part Time

### D. Reclassifications

#### Permanent Employees

Mohammed Al-Shatel, from City Engineer to DPW Deputy Director/City Engineer, 8/3/03.

Pat Bice, from DPW Administrative Secretary to Administrative Services Supervisor, 8/3/03.

#### Seasonal Employees

### E. Temporary Assignments

#### Permanent Employees

Kelly DeFrench, from Public Utility Supervisor to Temporary Public Utilities Superintendent, 8/3/03.

Doug Sayles, from Highway Supervisor to Temporary Highway Superintendent, 8/3/03.

#### Seasonal/Part Time

## VII. DISCIPLINARY ACTIONS

### A. Warning Letters

#### Permanent Employees

Matt Holmes, Water/Sewer Maintenance Worker, Group 1 1st offense, 7/10/03.

Howard Usher, Water/Sewer Maintenance Worker, Group 1 1st offense, 7/10/03.

#### Seasonal/Part Time

### B. Suspensions

#### Permanent Employees

Garrett Anguilm III, Leisure Services Worker III, 20-days suspension for Group 2, 4th offense, 7/9/03.

Jeffrey Brown, Equipment Operator, 1-day suspension, unserved, for Group 1, 2nd offense, 6/24/03.

Jeffrey Brown, Equipment Operator, 3-days suspension, unserved, Group 2, 1st offense, 8/20/03.

#### Seasonal/Part Time

### C. Terminations

**Permanent Employees**

**Seasonal/Part Time**

Dorothy Hannah, School Crossing Guard, 6/13/03.

**VIII. SEPARATIONS**

**A. Resignations**

**Permanent Employees**

Brenda Moore, Deputy Director of Community & Economic Development, 8/15/03.

Melanie Smith, Risk Manager, 7/18/03.

**Seasonal/Part Time**

Larry Allen, Playground Leader, 8/8/03.

Teri Argetsinger, Park Ranger, 8/12/03.

Trent Coleman, Playground Leader, 8/16/03.

Amy DePoy, Playground Leader, 8/8/03.

Tommie Elliott, Playground Leader, 8/8/03.

Alissa Emmons, Playground Leader, 8/6/03.

Melvin Foley, Playground Leader, 8/8/03.

Elizabeth Jenkins, Playground Leader, 8/16/03.

Michael Kimbrough, Playground Leader, 8/16/03.

Isaiah Kirksey, Playground Leader, 8/16/03.

Louis Murray, Playground Leader, 8/8/03.

Rasheeda Nash, Playground Leader, 8/9/03.

Marshelia Neely, Playground Leader, 8/16/03.

Ann Nolan, Playground Leader, 8/8/03.

Jennifer Plummer, Playground Leader, 8/8/03.

Aaron Pumfery, Playground Leader, 8/8/03.

Dianne Rebedew, Playground Leader, 8/8/03.

Jennifer Rosentreter, Parks Intern, 7/11/03.

Kimberly Schoepf, Playground Leader, 8/8/03.

Carl Sones, Playground Leader, 8/16/03.

Erik Thompson, Playground Leader, 8/8/03.

Barbara Villalpando, Playground Leader, 8/8/03.

Angie Vinton, Playground Leader, 8/8/03.

Edward Washington, Playground Leader, 8/16/03.

**B. Job Terminations**

**Permanent Employees**

**Seasonal/Part Time**

**C. Other**

**Retirements**

**IX. OTHER PERSONNEL ACTIONS**

**A. Certificates of Training Excellence**

**Basic EMT**

Brian Lenoir, Firefighter, 7/24/03.

**Fire Officer I**

Art Backstrom, Fire Lieutenant, 6/19/03.

Robert Lynch, Firefighter, 8/11/03.

**Fire Officer II**

Robert Lynch, Firefighter, 8/11/03.

**Fire Officer III**

Joseph Hannon, Fire Lieutenant, 6/19/03.

**Institute for Healing Racism**

Teresa Ackenberg, Customer Service Representative II, 6/18/03.

**Intro. To Fire Inspection Principles & Practices**

Ollie Sandifer, Firefighter, 8/9/03.

**Storm Water Management Operator**

David Baker, Highway Supervisor, 2/28/03.

Vernon Berndt, Equipment Operator, 2/28/03.

Daniel McCollom, Equipment Operator, 2/28/03.

Doug Sayles, Public Works Superintendent, 2/28/03.

**Fire Service Supervision – Team**

Keith McMillan, Firefighter, 4/25/03.

**B. Letters of Commendation**

Mike Addicott, Police Officer, letter of compliment via Chief Kleibecker from citizen Mr. Karmitz, for his assistance during the break down and delivery of his motor home to a repair shop, 7/14/03.

Jon Baker, Police Officer, letter of congratulations from Chief Kleibecker, regarding a letter received from Mark Hady, Bureau of Alcohol, Tobacco, Firearms & Explosives, for his outstanding efforts related to the arrest, investigation, and report of an armed gunman, 7/28/03.

Pat Bice, Administrative Services Supervisor, letter of appreciation from Kathie Olsen, Chairperson for Muskegon Summer Celebration, for participation in the Senior Social 2004 program, 7/18/03.

Damion Cathey, Police Officer, letter of commendation via Chief Kleibecker, from RAC Mark Hady of the Bureau of Alcohol, Tobacco, Firearms and Explosives, for his efforts related to the arrest, recovery of evidence, and case development of a felon, 8/12/03.

Marlin Dunmire, Police Officer, letter of commendation via Chief Kleibecker, from RAC Mark Hady of the Bureau of Alcohol, Tobacco, Firearms and Explosives, for his efforts related to the arrest and recovery of evidence from a felon, 8/12/03.

Kurt Dykman, Police Officer, letter of commendation via Chief Kleibecker, from Dawn M. Adams, Executive Director of Muskegon Central Dispatch, for his thorough and well-written background investigation report, 7/9/03.

Richard Isley, Senior Transit Driver, letter of appreciation, via Supervisor Pat Bice, from Kathie Olsen, Chairperson for Muskegon Summer Celebration, for his participation in the Senior Social 2004 program, 7/18/03.

Matt Kolkema, Police Officer, letter of commendation via Chief Kleibecker, from RAC Mark Hady of the Bureau of Alcohol, Tobacco, Firearms and Explosives, for his efforts related to the arrest and recovery of evidence from a felon, 8/12/03.

Tynetta McKinney, Senior Transit Driver, letter of appreciation, via Supervisor Pat Bice, from Kathie Olsen, Chairperson for Muskegon Summer Celebration, for her participation in the Senior Social 2004 program, 7/18/03.

Clay Orrison, Police Officer, note of appreciation via Chief Kleibecker, from citizen Traci Rasor, for his assistance filing a report for her stolen purse, 8/5/03.

Andrew Rush, Police Officer, received a letter of congratulations from Chief Kleibecker, in response to a letter from Officer Brett DeAugustine, for his efforts in assisting a fellow officer with an arrest and paperwork completion relating to an armed robbery complaint, 8/19/03.

Monica Shirey, Police Sergeant, letter of congratulations from Chief Kleibecker, for her efforts in coordinating numerous special events throughout the City, 8/25/03.

Monica Shirey, Police Sergeant, letter of commendation via Chief Kleibecker, from Mark Hady, Resident Agent for Grand Rapids Bureau of Alcohol, Tobacco & Firearms, for her outstanding performance in the apprehension of a career felon in possession of a handgun, 7/7/03.

Emilio Trejo, Police Officer, letter of commendation via Chief Kleibecker, from Mark Hady, Resident Agent for Grand Rapids Bureau of Alcohol, Tobacco & Firearms, for his efforts related to the arrest, evidence recovery and case development of an armed felon, 8/12/03.

William Wiebenga, Police Captain, letter of congratulations from Chief Kleibecker, for his efforts in coordinating numerous special events throughout the City, 8/25/03.

**C. Reassignment of Duties**

**X. OTHER BUSINESS**

- A. June 2003, expenditure for Manpower Temporary Services, Office Services only, for one temporary employee, \$1,420.66.
- B. July 2003, expenditure for Manpower Temporary Services, Office Services only, for one temporary employee, \$1,001.22.

- C. June 2003, expenditure for Kelly Temporary Services, Office Services only, for one temporary employee, \$47.48.
- D. July 2003, expenditure for Kelly Temporary Services, Office Services only, for one temporary employee, \$116.05.

**XI. ADJOURNMENT**

With no other business to attend to, the meeting adjourned at 5:31 p.m.

Submitted by,

Karen A. Scholle  
Civil Service Personnel Director

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(09 03 CSC Minutes)